



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

PROJECT MANAGEMENT ASSOCIATE; CENTRE FOR HEALTHCARE QUALITY AND INNOVATION (CHQI) PROJECT, HIP STUDY, ADVERT REF: (AD/3/16/25), 1 POST

The Project:

The HIP Study, based at the Faculty of Health Sciences (Centre for Healthcare Quality and Innovation), is seeking to fill a temporary Project Management Associate position for a three-month duration in Nairobi. The successful candidate will report to the Operations and Management Team Lead.

Job Purpose:

Offer operations and logistics support to study teams.

Duties and Responsibilities:

1. Perform general office administration and clerical support.
2. Coordinate scheduling and logistics.
3. Manage data entry and maintenance.
4. Process invoices, expense reports, and reimbursements.
5. Provide exceptional customer service and communication.
6. Oversee office supplies and equipment operations and maintenance.

Job Specification:

Bachelor's degree in management discipline with at least 5 years' experience in similar role.

Terms of Employment:

These are temporary, full time positions for an initial period of (three) 3 months with possibility of extension subject to IMMEDIATE availability & satisfactory performance.

Notes:

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement and HIP Study in the Subject Head of your email;
5. Late applications will not be considered;
6. Applications should be emailed as one file in PDF: recruit-pmagfncdip@uonbi.ac.ke

CLOSING DATE: APRIL 11, 2025

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**